

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C-842

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Agency
Harford County Government

Division/Unit
Facilities and Operations

Item No.	Description	Retention
	This series of documents applies to the Facilities and Operations Division and includes standard facilities and operations forms as well as other documents which provide supporting data for general facilities and operations needs.	
1.	Environmental records, including asbestos removal, lead removal and underground storage tanks.	Retain permanently; transfer to State Archives periodically.
2.	Building site files.	Retain for 3 years after County conveys building or property; after which destroy.
3.	General correspondence.	Retain for 3 years; after which destroy.

Schedule Approved by Department
Agency,
or Division Representative.

Date 8/13/98

Signature David W. Sewell

Typed Name David W. Sewell

Title Chief, Facilities & Operations

Schedule Authorized by State Archivist

Date AUG 24 1998

Signature Edward C. Saperstein

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

Harford County Government

2. DIVISION

Facilities & Operations

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Environmental Records

5. EARLIEST YEAR / LATEST YEAR

1984 TO 1998

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Environmental records, including asbestos removal, lead removal, and underground storage tanks.

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☒ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

- ☒ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☐ Other (Specify) _____

2
Number

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number

11. FILE IS USED

- ☐ Daily ☐ Weekly ☒ Monthly

12. FILE BECOMES INACTIVE AFTER

10 ☐ Month(s) ☒ Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

29 West Courtland St. - 1st Fl
Bel Air, Maryland 21014

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes ☒ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes ☒ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☒ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes ☒ No

18. RECOMMENDED RETENTION

permanently

19. NAME AND TITLE OF PREPARER

David W. Sewell, Chief
Facilities & Operations

20. TELEPHONE NUMBER

410-638-3212

21. DATE

8/13/98